

LEE COUNTY SOCIAL SERVICES

POSITION ANNOUNCEMENT

POSTING: INSIDE/OUTSIDE DSS 11/20/2013

POSITION: Social Worker III – Adult Home Specialist

DATE AVAILABLE: December 17, 2013

SALARY/GRADE: GRADE 69 \$43,450.00 Starting Salary
RANGE: \$43,450-\$60,829.00

DUTIES/RESPONSIBILITIES: Under General Statute 131D the responsibility for licensing and monitoring Adult Care Facilities is cooperative effort between the state of North Carolina and the County. The primary responsibility of this position is to do such for nine area facilities and one Adult Day care Facility. Compliant investigation and corrective as well as negative action may result from these duties. Adult Protective Services evaluations and Guardianship duties will be required.

Duties/Responsibilities: The primary purpose of this position is responsibility for the licensing and monitoring of Adult Care Homes. Position provides technical assistance and consultation to adult care home administrators on licensing requirements, monitors facilities to ensure the resident's condition, nutritional needs, medication administration, fire/safety requirements and health standards. Position is responsible for Adult Protective Service (APS) and takes, evaluates, investigates and substantiates reports of neglect, abuse and exploitation of disabled adults, and if substantiated, provide treatment services. Position supervises the Adult Day Care program and is responsible for monitoring, inspections, case management and slot allocation. The position will also carry an at-risk caseload that will require home visits and quarterly and yearly evaluations and will carry representative payee cases.

Intake rotation is required in the unit performing duties such as accepting APS referrals, information and referral and various other functions. Emergency on-call is required in this position, for one week 2 to 3 times annually.

KNOWLEDGE/ SKILLS/ABILITIES: Must be able to balance regulator and consultant role with area facilities administrators. Organizational, investigative and diplomacy skills are required; knowledge of the courts a must. The ability to interpret rules and regulations is necessary. The ability to negotiate and compromise required; must be able to act as a liaison with the state office.

MINIMUM TRAINING/EXPERIENCE REQUIREMENTS: Master's degree from an accredited school of social work and one year of social work or counseling experience; OR Bachelor's degree from an accredited school of social work and two years of social work or counseling experience; OR Master's degree in a counseling field and two years of social work or related curriculum, including at least 15 semester hours in social work or counseling experience; OR graduation from a four year college and four years experience in rehabilitation counseling, pastoral counseling, or a related human service field, providing experience in the techniques of casework, group work, or community organization; or an equivalent combination of training and experience.

CLOSING DATE FOR APPLICATIONS/TRANSFERS: December 2, 2013 at 5:00 p.m.

Submit a completed North Carolina State Application Form (PD107) to the Lee County Department of Social Services, Attn: Melissa Lett, P. O. Box 1066, Sanford, NC 27330. Pre-Employment Drug Testing and a Criminal Background Check are required.

EQUAL OPPORTUNITY EMPLOYER

